



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
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FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 24

8 June 2004

PROCEDURES FOR DEPENDENCY/HARDSHIP SEPARATIONS

1. References:

- a. AR 135-178, Enlisted Administrative Separation, 26 Mar 04
- b. AR 135-175, Separation of officers, 28 Feb 87
- c. AR 135-133, Ready Reserve Screening, 30 Jun 89
- d. Personnel Policy Guidance (PPG) for mobilization and Demobilization under provisions of 10 USC 12302 and 10 USC 12304, 23 Apr 03.
- e. MILPER message 03-040, 29 Dec 03
- f. AR 220-1, Unit Status Reporting, 10 Jun 03

2. Purpose: The purpose of this bulletin is to assist commanders in identifying soldiers who are valid candidates for dependency and / or hardship separation IAW Chapter 6, AR 135-178.

3. Background: Commanders are responsible to ensure all available soldiers mobilize. Commanders must strictly scrutinize all requests for dependency or hardship separations. It is imperative that commanders mobilize with the highest personnel level possible IAW AR 220-1.

4. A soldier may be separated for the convenience of the Government on the basis of the reasons set forth in Chapter 6, AR 135-178. Counseling, for the purpose of retention, and rehabilitation are a prerequisite before starting a separation action (Chapter 2-4, AR 135-178).

5. **Criteria for separation:** Separation may be approved when *all* of the following circumstances exist:

- a. The hardship or dependency is not temporary;
- b. Conditions have arisen or have been aggravated to an excessive degree since entry in the Army, and the *soldier* has made *every reasonable effort* to remedy the situation.
- c. The administrative separation will eliminate or materially alleviate the condition.
- d. There are no other means of alleviation reasonably available.

6. The following circumstances *do not justify* separation because of dependency or hardship and therefore require the soldier to mobilize:

- a. Normal pregnancy of a soldier's wife.
 - b. Other family medical or social situations that can be handled by other family members.
 - c. Civilian income is greater than military income.
 - d. Separation from family.
 - e. Recent promotions or changes in employment.
 - f. Other inconveniences normally incident to military service.
7. Commanders must ensure all required evidence is provided IAW Chapter 6-2, AR 135-178. The evidence required for dependency or hardship separation should be in affidavit form other evidence could include a certification from a physician and /or a death certificate. . The evidence must substantiate dependency or hardship conditions on which the application for separation is based.
8. A soldier must submit a written application to be separated because of dependency or hardship to his commander. The commander initiating the separation proceedings will forward a full report through intermediate commanders, to the J-1 Army, JFHQNJ, attention LTC Jeronimo Guareno at DSN: 944-0653 or COMM: 609-562-0653, using the commanding officer's report found in AR 135-178 (figure 3-3). **Regardless of the commanders recommendation, all requests must be forwarded.**
9. Approval authority is The Adjutant General.

OFFICIAL:



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